

WHO WE ARE



The Small Business Development Office develops and implements programs that assist small businesses, small businesses owned and controlled by socially and economically disadvantaged individuals, women-owned small businesses, and service disabled veteran-owned small businesses obtain procurement opportunities with the FAA.

RESPONSIBILITIES

The Small Business Development Office is responsible for:

- FAA's policy and program on the utilization of small businesses, women-owned small businesses, small businesses owned and controlled by socially and economically disadvantaged individuals, and businesses owned and controlled by service disabled veterans
- Establishing mechanisms for monitoring and evaluating the effectiveness of the small business program; and
- Ensuring FAA-wide implementation and accomplishment of small business program objectives.

GOALS

Annual direct contract and subcontracting goals are established for small businesses, small businesses owned and controlled by socially and economically disadvantaged individuals, women-owned small businesses, and service disabled veteran-owned small businesses.

COUNSELING

The Small Business Development Office counsels firms on how to market their services or products to the FAA and assist firms in resolving pre-award and post-award issues. The Office of Small Business Development provides procurement guidance to agency procurement decision makers.

OUTREACH PROGRAMS

Small business forums are conducted to keep the small business community abreast of pending changes to the FAA's Acquisition Management System policy/guidance and to provide an avenue for open dialog between the FAA and industry. Such forums include:

- Expositions/Marketplaces
- Workshops
- Conferences
- Seminars
- Symposiums

PUBLICATIONS ON THE INTERNET

<http://www.faa.gov/library>

- Reports, Publications, & Documents
- National Airspace System (NAS)
- NAS Architecture Products
- Policy and Planning Publications

CONTRACTING OPPORTUNITIES

To receive notification of contracting opportunities go to the following Web site address:

<http://www.asu.faa.gov/faaco/>

Click on "E-mail Auto-Notify System" and fill in the required blocks and then press "Submit Form."

PROCUREMENT METHODS

- Unrestricted competitive procurements
- Competitive set-asides to small businesses
- Competitive set-asides to very small businesses
- Competitive set-asides to small businesses owned and controlled by socially and economically disadvantaged individuals that are 8(a) certified and service-disabled veteran small businesses.
- Mentor-Protégé agreements
- Subcontracting with small businesses, small disadvantaged businesses, women-owned small businesses, and service-disabled veteran small businesses
- GSA/Federal Supply Schedule purchases
- Single Source procurements
- Noncompetitive awards to 8(a) certified firms
- Noncompetitive awards to service-disabled veteran small businesses

AVAILABLE DOCUMENTS

- FAA Small Business Policy Statement
- FAA Procurement Forecast
- FAA Organization Charts
- DOT Marketing Packages
- Glossary of Acronyms
- FAA Mentor-Protégé Program Guide
- C.O. Phone Listing & E-mail Addresses

FAA SMALL BUSINESS LIAISON REPRESENTATIVES

WASHINGTON HEADQUARTERS

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NEW ENGLAND REGION

Kevin Hart (781) 238-7660
<http://www.faa.gov/region/ane.htm>

NORTHWEST MOUNTAIN

Michael Todd (425) 227-1179
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SOUTHERN REGION

William Nelmes (405) 305-5796
<http://www.faa.gov/regions/asg.htm>

SOUTHWEST REGION

Janice Wheeler (817) 222-4333
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WESTERN-PACIFIC REGION

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Disadvantaged Business Enterprise Program

**Grants funded pursuant to FAA's
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*The FAA's Small Business Development
Office has a small business database
"Source-Net," which is accessible
to FAA headquarters, regions, and
centers.*

To register in source-net,
go to the following web site:

<http://www.sbo.faa.gov/>

Federal Aviation Administration
Small Business Development Office
800 Independence Ave., SW.
Rm. 715
Washington, D.C. 20591

voice (202) 267-8862 • fax (202) 493-4380

Visit our website located at:
<http://www.sbo.faa.gov/>



**Federal Aviation
Administration**

Small Business Development Program



**"BUILDING LONG-TERM
BUSINESS RELATIONSHIPS
AND BROADENING OUR
CONTRACTOR BASE"**

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